

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MINUTES
WORKSHOP
September 6, 2011**

A Workshop meeting of the Williamsport Mayor and Council was held on September 6, 2011, at the Williamsport Town Hall in Williamsport, MD at 6:30 p.m.

In attendance were:

Mayor James G. McCleaf II
Assistant Mayor Anthony Drury
Councilwoman Joan Knode
Councilman Bill Green

Also, present Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order.

Guests

Mayor James McCleaf introduced Ms. Eva Webb and Ms. Michelle Mills from Draper & McGinley Accounting firm who was present to present the financial draft audit report that was performed for the Town of Williamsport 2011 Financial Report.

Miss Webb noted one deficiency found during the audit which was in the electric fund. She informed the Council the Town's Electrical Tariff had established a reduced rate for electrical heat customers from November 1 - March 31. This rate was incorrectly used to bill customers in months outside of those listed above. Also, the reduced rate was used for non eligible electric customers from November 2010 - May 2011. Town Management is responsible for implementing an effective controlled environment and ensuring that proper controls exist. She also indicated that Town Management had not performed a significant review of the electric bills before they were mailed to town customers. Customers were not billed the correct amount for the above items identified. The dollar effect of these errors was an under billing of approximately \$16,000. We recommend that a detail review of billing registers and sample customer bills be performed prior to the mailing to ensure that there are no obvious errors. This would include re-computation to ensure the accuracy of the amount billed. As evidence of the review, we recommend that the person reviewing the billing register initial and date them.

Unfinished Business

Mayor James McCleaf informed the Council the overlay project scheduled for East and West Frederick Street will need to be awarded at the next scheduled Council meeting. Mayor McCleaf explained that the Town is piggybacking off Washington County for this overlay project. The contractor that was awarded the overlay project for Washington County was Craig Paving of Hagerstown MD.

Mayor James McCleaf reviewed with the Council the bidding process for the Town of Williamsport's annual mow and snow contract for fiscal year 2012, he explain he was

contacted about extending the current contract. He stated that he has been told that is what other towns are doing without an increase. Mayor McCleaf advised the Council that Advantage Landscape is requesting an extension of the current contract for the Town. Mayor McCleaf is seeking advice from town attorney Ed Kuczynski on this matter.

New Business

Mayor James McCleaf tabled discussion on Williamsport Days for 2012.

Mayor James McCleaf tabled discussion on July 4, 2012 events.

Mayor James McCleaf reported that Councilman Tim Fraker has an individual that would like to update the Veterans Honor Roll that is located in front of Town Hall. Town Clerk Donnie Stotemyer, will follow up on this matter.

Mayor James McCleaf informed the Council that the Board of Directors from Providing Relief for Autistic Youth Inc. is requesting use for the Town's Community Building in Byron Memorial Park on November 12, 2011 from 8:00 am - 6:00 pm. The group is planning to host a home party fundraiser. The Mayor and Council decided not to permit this group to utilize the Community building.

Mayor James McCleaf reviewed with the Council the adoption of the Town of Williamsport Planning and Zoning Fee Policy. Mayor McCleaf asked the Council to review and make any recommendations on the fee schedule to Town Clerk Donnie Stotemyer. Mayor McCleaf asked the Planning and Zoning Committee review and make recommendation on the fees to be charged.

Mayor James McCleaf informed the Council that he would like to present the adoption of the truck traffic ordinance to the Council at the next upcoming Council meeting.

Asst. Mayor Tony Drury questioned the Mayor and Council about presenting a 24 hour business ordinance to the Council at the upcoming scheduled Council meeting. This ordinance would not permit any new 24 hours businesses to open within the corporate limits of the Town of Williamsport. Asst. Mayor Drury also commented that Town Attorney Kuczynski needs to address these issues and the Town needs to move forward with this ordinance.

Citizen Participation

None

Mayor McCleaf adjourned the meeting.

Meeting Adjourned

Respectfully submitted,

Donnie Stotemyer
Town Clerk
Town of Williamsport